

VOLUNTEER ONBOARDING CHECKLIST

Applicant Name _____ Date process started _____

- Send the applicant the "Student Ministry Grow Team Application" link.**
 - If the applicant is under the age of 18, send their parent or guardian the link to the **"Student Ministry Grow Team Application for Minor Applicants."**
 - If the applicant is serving in their own class, i.e. youth serving in youth, you do not need to use the onboarding checklist.

- Review the completed application and confirm that no information has been supplied that would indicate that the applicant is not suitable to work with minors.**
 - If something on the application indicates that the applicant is not suitable to work with minors, stop the process, and discuss the application with your Campus Lead pastor or qualified designee.

- Send the applicant the link for the background check. Inspect the applicant's driver's license to confirm their identity and DL expiration date!!**
 - Do not retain a copy of the drivers license
 - Not applicable for minors or a person who has resided in the USA for less than six months

- Call at least 2 of the references provided by the applicant.**
 - Confirm that the references are "institutional References." If not, check the Minor Protection Policy under the section "Volunteer Screening Procedures."
 - Use the supplied "Reference Questions" form.
 - Write the answers you receive to the questions on the "Reference Questions" form.
 - If you learn something during a reference call that indicates the applicant may not be suitable to work with minors, pause the process. Discuss the application with your Campus Lead pastor or qualified designee.

- Interview the applicant using the Student ministry interview checklist.**
 - If you learn something during the interview that indicates the applicant may not be suitable to work with minors, pause the process. Discuss the interview with your Campus Lead pastor or qualified designee.
 - It is always helpful to have another person conduct the interview with you. When interviewing someone of the opposite sex or a minor, you **MUST** have another person conduct the interview with you.

- If you feel confident that the applicant is suitable to work with minors, welcome them to the team and start the Orientation Checklist!**

- Email completed copies of the Application, Background Check, Reference Questions, and Interview Questions to: students@victorylifechurch.com to be permanently filed.**

I, _____ verify that the above steps were completed.

Signed _____ Date _____

**Links for applications, background checks etc. are listed in the description for this document on the Victory Life Leadership Resource website
lead.vl.church**

**You can also obtain the link by emailing your request to:
students@vl.church**

REFERENCE CALL GUIDE

Reference being called: _____ Date called _____

Write in the applicant, reference person and kids/youth in the greyed out spaces before calling.

"Hello, my name is _____ and I am calling on the behalf of Victory Life Church to obtain a reference for a volunteer. May I please speak with [REFERENCE NAME]."

"[APPLICANT] has expressed an interest in working with [children or youth] in our ministry and they've listed you as a reference. May I ask you a few questions?"

"How long have you known [APPLICANT]?" _____

"How do you know them?" _____

"What concerns, if any, would you have in allowing [APPLICANT] to work with [children or youth]?"

"Are you aware of anything in [APPLICANT]'s background, personality, or behavior that could in any way pose a threat to children or youth?" _____

Thank you for your time!

STUDENT MINISTRY INTERVIEW QUESTIONS

Date: _____

Interviewer #1: _____

Interviewer #2: _____

Applicant: _____

How long have you attended Victory Life Church? _____

What draws you to serve in our kids/youth ministry? _____

Have you served with kids/youth before? _____

Do you have any physical limitations for jobs that require physical activity? _____

Tell me how you typically resolve conflict. _____

What is your "superpower"? OR What are you really good at? _____

What do you do for fun? _____

What do you do for a living? _____

How would your friends and family describe your personality? _____

What skills do you have that you would love to use in this ministry? _____

When do you prefer to be scheduled? _____

Do you have any questions for me?

Interview guidelines:

- 2 interviewers are better than one - especially if they take turns taking notes!
- An interview should be 30 minutes or less.
- Keep it fun and lighthearted - It's not an interrogation, use it as an opportunity to develop relationship.
- Be aware of your surroundings - people may not be comfortable answering personal question in front of others.
- Be on the look-out for any signs that make you uncomfortable about the applicant serving with kids. Discuss these misgivings with your Campus Lead Pastor.

KIDS GROW TEAM MEMBER ORIENTATION CHECKLIST

Grow Team Member Name _____

Date process started _____

- Have the Grow Teamer read and sign the "Student Ministry Covenant".**
 - Grow Teamers under the age of 12 do not have to complete this form.
- Have the Grow Teamer read and sign the "Student Ministry Conduct Policy".**
- Take them to the Victory Life Leadership Website: lead.vl.church**
 - Have them watch the 2:31 long orientation video with you.
 - Show them where to find additional resources.

CLASSROOM TOUR:

- Review the wellness policy with them**
 - Ask "Do you understand how to use this?"
- Show them where to find the Accident/Injury Report and review it with them.**
 - Ask "Do you understand how to use this?"
- Show them where to find the "Suspected Abuse or Neglect Form"**
 - Give them a copy of the "Reporting Suspected Abuse or Neglect" policy
 - Review it with them and ask, "Do you understand how to use this?"
- Show them where to find the Procedure Flow Charts**
 - Show them how to use the charts and ask, "Do you know how to use this?"
- Show them the Teacher Checklist**
 - Give them a copy and ask if they know how to use it.
- Show them the fire escape plan**
 - Ask them if they understand how to use it.
- Show them how to operate the computer and ProPresenter**
 - Ask them if they understand how to use it.
- Schedule them to serve alongside a trusted teacher for training A minimum of 2 times.**
 - Trainings in class should not take place more than 2 weeks apart. Too much time between trainings and they will forget everything.
 - Ask "Do you understand how to do this?"

I, _____ verify that the above steps were completed.

Signed _____ Date _____

STUDENT MINISTRY GROW TEAM COVENANT

I believe in God, the Father almighty, Creator of heaven, and earth. I believe in Jesus Christ, His only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the virgin Mary. He suffered under Pontius Pilot, was crucified, died, and buried. He descended to the dead. On the third day, He rose again. He ascended into heaven and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

Please initial if you agree with the statement of faith above _____

"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another." John 13:34-35

This command given by Jesus shapes the way we minister to our students and their parents. We treat everyone with Christian love, even when they may seem not to deserve it. As the physical body of Christ in the earth, we will love them. If we accomplish nothing else, we *WILL* achieve this.

I, _____, commit to abide by Christ's commandment to the church by showing love to our students and parents alike, even if at times they may seem unlovable. Just as Jesus washed the feet of his own disciples, I commit to humble myself and demonstrate to the students and their parents the value of true Christian love. I will show this through my actions, putting the wants and needs of others above my own.

Signed _____ Date _____

KIDS GROW TEAM CONDUCT POLICIES

HONOR CODE

As Christians, the way we present ourselves to others is of vital importance to the way people perceive Christ. Our conduct should never be an embarrassment to Christ. We encourage every team member to refrain from any behavior that would grieve the Holy Spirit or others to stumble.

“Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea.”
Matthew 18:5-6 ESV

As a Student Ministries Grow Team member, you have been empowered to lead young people in what it means to follow Jesus and be transformed into His image. This empowerment is a weighty responsibility and should be considered with prayer and humility. None of us are perfect followers of Jesus. We are all still on the path of transformation. Yet, because we are leading others, we must be held accountable for our decisions and actions, ministerial or personal. As a leader, you are committing to remain on the path of transformation and be held accountable by your leaders and peers. By providing a Godly example in both word and deed, we encourage those we are leading to spiritual maturity.

These conduct policies are not designed to be a burden or to set an unattainable standard. They exist to set an example for the young people we lead and their families.

“The same goes for those who want to be servants in the church: serious, not deceitful, not too free with the bottle, not in it for what they can get out of it. They must be reverent before the mystery of the faith, not using their position to try to run things. Let them prove themselves first. If they show they can do it, take them on. No exceptions are to be made for women—same qualifications: serious, dependable, not sharp-tongued, not overfond of wine. Servants in the church are to be committed to their spouses, attentive to their own children, and diligent in looking after their own affairs. Those who do this servant work will come to be highly respected, a real credit to this Jesus-faith.”
1 Timothy 3:8-13 MSG

DRESS CODE

Serving in Student Ministry requires some movement. You may be lifting your hands in worship, playing a group game, or playing on the floor with a child. Your clothing needs to allow you to do these things while being both modest and comfortable.

Do not wear the following while serving:

- Tank tops without an overshirt
- Tights worn with a shirt that doesn't cover your bottom.
- Tops with intentionally exposed cleavage or midriff
- Pants intentionally exposing midriffs, buttocks, or underwear
- Shorts that are inappropriately short or exposing butt cheeks
- Skirts or dresses above the knee
- T-Shirts depicting, advertising, or with innuendoes referencing drugs, alcohol, violence, immodesty, sexual imagery or inappropriate conduct.
- Tattoos depicting innuendoes referencing drugs, alcohol, violence, immodesty, sexual imagery or inappropriate conduct must be covered.
- Facial tattoos, neck tattoos or unusual facial piercings will be handled on a case by case basis by the Campus Lead Pastor.

If you are not sure if your clothing is modest or appropriate, please err on the side of caution and don't wear it!

Social Media Policy

When using social media, bear in mind that certain comments and information may harm the Ministry and the Church. By your association and involvement with the Ministry, people will view you, your comments, your videos, your posts, and other activity online as directly associated with the Ministry. You are agreeing to be a positive representation of Christ, the Church, and the Ministry while online.

Important:

It is illegal to post a minors image on the internet, i.e., Facebook, Instagram, etc., without a parent's written consent. If you do this, you are opening yourself to criminal charges and the church to a lawsuit. Do not assume that you know the family and they are okay with this, or they always post pictures of their child online, and they won't mind. The online consent form is located here: <https://victorylifechurch.churchcenter.com/people/forms/25701> This is a lot of typing. You can email studentss@victorylifechurch.com and we will be happy to send you a link!

ELECTRONIC DEVICES (PHONES)

Children under the age of 12:

Absolutely no electronic device usage in the classroom.

- We cannot control what media a child accesses on his/her phone, and we cannot control what a child may show to other children. To avoid the chance of a child being exposed to pornography or other explicit content, we **do not** allow the use of these devices in class.

Teachers and helpers:

Our focus while serving is on the students, and not our phones. We understand that you have responsibilities outside of the classroom. Please restrict your phone use to no longer than 15 seconds at a time. If you must check your phone or respond to a text, please do so out of sight of the door. If a parent sees you on your phone, the general assumption will be that you have been playing with your phone the entire service. Please do not access social media websites or apps during class. We want to minimize as many distractions from the students as possible. Don't hesitate to use your phone in case of an emergency or if you need your Ministry Leader or Support Leader.

Drug/Alcohol Policy

- Do not serve while under the influence of non-prescribed drugs or alcohol.
- Do not bring Alcohol or non-prescribed drugs on church premises.
- The possession or use of alcohol at a student ministry focused event or life group is not permitted.
- Prescription medicine must be secured, out of reach and view of students.
- Adults: If you choose to consume alcohol (when not engaging in student ministry) please do so with wisdom. You are an example. Please do not consume alcohol in a way that harms your witness, your reputation or the reputation of the church.

We are a ministry that helps people through personal challenges and addictions such as drugs, alcohol, and prescription medications, as well as other addictive behaviors, past and/or present. Because of this, it is important that we maintain integrity as a ministry in our staff and volunteers. The unauthorized possession, use, or abuse of drugs or alcohol poses an unacceptable risk to the safe, healthful, and efficient performance of our job responsibilities and the ministerial environment, and endangers the Church's employees, members, property, equipment and reputation. The Church is committed to providing all employees, volunteers, and members with a drug and alcohol-free environment. By working in the ministry, in a staff or volunteer capacity, you are agreeing to being held accountable, through testing, searching, or other means. All results are held in strict confidence with Administration and Pastoral Staff. If an employee or volunteer is found to be taking illegal substances, or addicted to alcohol, prescription drugs, or any such thing, for the integrity of the ministry and your benefit, disciplinary action with the intended purpose of restoration is necessary.

Hot/Cold Drink Policy

Cold drinks are permitted but must be kept out of reach of the children. Never share your drink with the children to prevent the spread of germs and disease.

Hot drinks pose a burn danger and therefore must be handled in the following way:

Ages 0-5:

Hot drinks must be kept in a non-disposable, sealed container, like a travel mug, and kept above the children's reach. Children at this age are likely to spill the drink on themselves or try to get a drink when you aren't looking and scald themselves.

Ages 5-11:

Hot drinks must be kept in a cup with a lid and out of the way of the students. Do not set your coffee on the table where children are coloring for instance. Even at this age there is a risk of them spilling it on themselves or trying to take a drink while you aren't watching.

AFFECTION: AGES 4-11 YEARS OLD

The following forms of affection are appropriate for minors in class:

- Pats on the shoulder
- High fives or fist bumps
- Verbal praise (*never* referring to a minor's physical development)
- Sitting beside minors
- Hugs - Side hugs *initiated by the minor* are acceptable.

The following forms of affection are inappropriate for minors in class:

- No lengthy hugs (hugs longer than 3 seconds)
- No adult-initiated hugs
- No kissing of any kind
- No sitting in laps
- Never affectionately touch a minor below the shoulders (forearms and hands are ok)
- No wrestling with minors
- No tickling minors
- No piggyback rides
- Do not allow any type of massage
- Never give any form of unwanted affection

- No comments or compliments referring to a minor's bodily development
- Do not bring gifts to a specific minor. Gifts are for everyone or no one. (Individual gifts are a sign that investigators look for when investigating child abuse because it is a technique commonly used by pedophiles to gain trust.)

AFFECTION: AGES 0-3 YEARS OLD

The following forms of affection are appropriate for children in class:

- Pats on the shoulder or head
- High fives are ok
- Verbal praise
- Sitting beside children
- Children sitting in laps
- Comforting hugs/holding for extended amounts of time.

The following forms of affection are inappropriate for children in class:

- Never kiss babies or children.
- Never affectionately touch a child below the waist or on the breast area.
- Never give any form of unwanted affection – if a child expresses displeasure with affection, it is always inappropriate to continue.
- Never bring gifts to a specific child. Gifts are for everyone in a class or no one. (Individual gifts are a sign that investigators look for when investigating child abuse because it is a technique commonly used by pedophiles to gain trust.)

Grow Team Member Name _____

I have read and understood the Victory Life Kids Grow Team Member Conduct Policy and agree to abide by these guidelines.

- Yes
- No

Grow Team Member Signature _____ Date _____

ABUSE/ NEGLECT REPORTING

All ministry leaders, employees, and volunteers are required by law to report any reasonable suspicion of abuse or signs of neglect to local authorities.

Volunteer: Steps to report suspected Abuse or Neglect:

1. If you suspect that a minor has been abused or is suffering from neglect, you must complete a "*Suspected Abuse or Neglect Report*" immediately. A "*Suspected Abuse or Neglect Report*" is attached at the end of this document.
2. You must give the completed report to your leader within 15 minutes.
3. If appropriate, show the leader, and only the leader, the physical evidence.
 - NOTE: If the worker's direct leader is the suspected perpetrator, the worker must inform the Campus Lead Pastor personally and privately
 - NOTE: Anyone who sees or hears about the suspected abuse or neglect is legally required to report it so only share this information with as few people as possible.
4. After delivering the report to your leader, if you still suspect that a minor has been abused or is suffering from neglect, you are **legally required** to call Child Protective Services and report your suspicions.
 - Oklahoma Child Protective Services 1-800-522-3511
 - Texas Child Protective Services 1-800-252-5400
 - Colorado Child Protective Services 1-844-264-5437

SIGNS OF ABUSE OR NEGLECT IN A MINOR

PHYSICAL ABUSE - a physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Possible signs of Physical Abuse:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Fear of going home or seeing parents
- Unreasonable clothing that may hide injuries to arms or legs

NEGLECT - Failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Possible Signs of Neglect:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food

SEXUAL ABUSE - Includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Possible signs of Sexual Abuse:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

[This should be posted where easily accessible to teachers but out of sight of the public and children over the age of 4. It is recommended that a reference copy of this document be kept with the Abuse/Neglect reporting form.]

SUSPECTED ABUSE OR NEGLECT FORM

PRIVACY DISCLAIMER: This form should not be shared with co-workers or other volunteers. Submit form to your immediate supervisor, law enforcement, or other reporting agency. Note that mandatory reporting laws may apply, and you may be required by law to report this information to local authorities.

YOUR INFORMATION	Name _____ Title/position _____ Phone number _____ Signature _____ Date of report _____ Time of report _____
INJURED PERSON	Name _____ Age _____
SUSPECTED PERPETRATOR	<input type="checkbox"/> Unknown <input type="checkbox"/> Known Name _____ Age _____ Description _____ Relationship to suspected victim _____ Where did the suspected abuse occur _____
REASON FOR REPORT/ DETAILS OF INCIDENT	_____ _____ _____ _____ _____ _____ _____ (if more space is needed, continue on the back of this form)
WITNESSES	Name _____ Phone number _____
	Name _____ Phone number _____
	Name _____ Phone number _____
REPORT SUBMITTED TO:	Name _____ Title/position _____ Phone number _____ Date _____ Time _____

THIS SECTION TO BE COMPLETED BY THE PERSON THIS REPORT WAS SUBMITTED TO

Did you notify state/local authorities regarding suspected abuse/sexual misconduct? Yes No

If yes, list agency name _____ Name of contact _____

Phone _____ Date _____ Time _____